



GROSSE POINTE PUBLIC SCHOOL SYSTEM

Public Participation at Open Board Meetings Guidelines

The guidelines below have been developed pursuant to Board Policy No. 1.40.9 to enable the Board to efficiently process the business of the District.

1. **Public Comment Periods.** Each board meeting open to the public may have up to two time periods for public comment. They are:
 - a. **Action Agenda Item(s) Public Comment.** This public comment period will occur prior to the Board voting on items. *It is limited to one hour in length to assure that the actual Board business for that evening is addressed in a timely manner.*
 - b. **Non-Action Agenda Item(s) Public Comment.** This public comment period will occur at the end of the Board meeting.
2. **Public Comment Forms.** Attendees who wish to make comment must complete either an **Action Agenda Item Comment Form** or a **Non-Action Agenda Item Comment Form**. These forms will be available at the meeting site entrance and online at <https://www.gpschools.org/domain/5066>. *Online form completion will only be available from 11am to 3pm on the meeting date, after which time comment forms must be completed in person.* Attendees may not register others to speak during public comments. Forms must be completed in full or they will not be processed. Information required includes:
 - a. Speaker's first and last name;
 - b. Speaker's community of residence;
 - c. The name of the organization (if any) the speaker is representing;
 - d. The number of the agenda item(s) the speaker wishes to address (for action agenda items) or the subject(s) of their comments (for non-action agenda items);
 - e. The speaker's signature acknowledging that they will abide by these guidelines when making their comments.
3. **Public Comment Form Submittal Deadline.** Public comment forms for either comment period must be submitted prior to the end of the Superintendent's Report portion of the meeting. Forms submitted after the end of the Superintendent's Report will not be accepted.
4. **Public Comment Rules.** The presiding officer shall guide the receipt of public comments by these rules:
 - a. **Comment Frequency.** An individual is permitted to make only one public comment per meeting.
 - b. **Comment Length.** Public comments can be no longer than three (3) minutes.
 - c. **Action Agenda Item(s) Comments.** The Action Item(s) Comment period will be limited to one (1) hour in length so as to enable the Board to complete the business of the District as outlined on the agenda. The time period can be extended by Board vote. Speakers who completed an Action Agenda Item Comment form who are not heard during this limited one-hour comment period will be heard at the beginning of the Non-Action Item(s) Comment period.
 - d. **Non-Action Agenda Item(s) Comments.** This comment period is at the end of the meeting, prior to Board member closing comments.
 - e. **Reconvened Meetings.** In the event that the Board meeting is recessed to a subsequent date, those speakers who have completed a Public Comment Form pursuant to Items 2 and 3 above will be given an opportunity to make their comments at the point in the reconvened agenda for Non-Action Agenda Item(s) comments. There will be no opportunity to submit a new Public Comment form at a reconvened meeting.
 - f. **Nature of Comments.** Public comments are expected to be made with respect and common courtesy. Personal attacks against employees, volunteers, students, community members, members of the school board and/or comments about a specific staff member or student are not acceptable and will be ruled out of order by the presiding officer (or his/her assignee).
 - g. **Board Member and Administration Responses.** The members of the Board and members of the Administration will not answer questions during public commentary. Previously stated Board policies or administrative rules and regulations and corrections or clarifications to matters of fact may, however, be explained at the discretion of the presiding officer. A Board member may (with the presiding officer's permission) ask a question of a speaker. Otherwise, no dialogue is expected.